



**2003 Grant Application
Citizen Corps Council
Community Emergency Response Training (CERT)**

Organization/Agency Name*		
<hr/>		
Organization Address		
<hr/>		
City	State	ZIP
<hr/>	<hr/>	<hr/>
Phone	Email	
<hr/>	<hr/>	
* Organization/agency must be eligible to receive federal grant monies.		

Who is the contact person for this grant?		
<hr/>		
Name	Title	
<hr/>	<hr/>	
Mailing Address		
<hr/>		
City	State	ZIP
<hr/>	<hr/>	<hr/>
Phone (____)	E-Mail	
<hr/>	<hr/>	

Who is the local emergency management director?		
<hr/>		
Name	Title	
<hr/>	<hr/>	
Mailing Address		
<hr/>		
City	State	ZIP
<hr/>	<hr/>	<hr/>
Phone (____)	E-Mail	
<hr/>	<hr/>	
Is she/he aware of this application? YES NO (Please circle one)		
(Please provide some proof of notification.)		
<hr/>		
Legal Authorization:		Title:
<hr/>		<hr/>

EMERGENCY OPERATIONS PLANS				
Does your community have an approved Emergency Operations Plan? (Please circle the correct response)				YES / NO
If yes, when was the plan last reviewed and approved? Who approved the plan?				
<p align="center">CITIZEN CORPS PROGRAMS</p> <p>Please indicate which of the four Citizen Corps programs you are planning to implement, or already have in place. NOTE: <i>Funding from this grant program will be for establishing and maintaining Citizen Corps Councils and CERT programs only. (Establishment of a Citizen Corps Council is a requirement of the grant.)</i> Grant opportunities for Neighborhood Watch, Volunteers in Police Service and Medical Reserve Corps programs may be made available at a later time, through their sponsoring organizations.</p>				
PROGRAMS	PLAN TO IMPLEMENT PROGRAM	ALREADY HAVE THIS PROGRAM	HAVE A SIMILAR PROGRAM	DO NOT PLAN TO IMPLEMENT PROGRAM
Citizen Corps Council (To oversee all four Citizen Corps programs)				
Community Emergency Response Teams (CERT)				
Medical Reserve Corps (MRC)				
Volunteers in Police Service (VIPS)				
Neighborhood Watch				

BUDGET
(For documentation purposes, please list all costs*)

Expense Category	Cost
CITIZEN CORPS COUNCIL	
COMMUNITY EMERGENCY RESPONSE TEAM (CERT)	
Instructor preparation & delivery time	
Rental of training facility	
CERT member equipment	
CERT Classroom equipment (limited to 10% of grant award)	
Printing/distributing CERT materials	
Creating/maintaining CERT member records (database)	
CERT program administration	
Other CERT items (to accomplish CERT objectives listed earlier)	
CERT PROGRAM SUB-TOTAL	
LESS FUNDS RECEIVED/EXPECTED FROM OTHER SOURCES	
TOTAL AMOUNT REQUESTED (MAX. \$40,000 Federal Funds)	



NARRATIVE INSTRUCTIONS

Your Michigan Citizen Corps Council/Community Emergency Response Training (CERT) application must follow the following instructions. The application must not exceed the page limitation specified for each section. You must number the pages of the narrative section. **The narrative portion of the application must be typed and double-spaced in not less than 12-point font size with one-inch margins.** One side counts as one page. The title page, one page description of proposed program, and budget form are not included in the narrative page limitation. The unbound original, plus five copies of your application, must be submitted. **No appendices will be accepted.**

Your Citizen Corps Council/Community Emergency Response Training (CERT) application must be received no later than 5:00 pm on November 7, 2003 at the Michigan Community Services Commission, 1048 Pierpont, Suite 4, Lansing, Michigan 48913.

- 1. TITLE PAGE** are the application form, program choices, and budget form preceding this instruction page and must be attached to the front of the submitted narrative and copies attached to the five additional copies.
- 2. Four page (maximum) description of your plans for forming a Citizen Corps Council.** (Include a time line for forming the Council, the representation of the Council, and your plan of activities for the grant period and beyond) *If you already have an approved Council please describe the representation of the Council, your past accomplishments and future plans for the Council.*
- 3. Four page (maximum) description of your plans for forming CERT in your community.** (Include a time line for forming CERT, the number of teams you plan to establish during the performance period, the number of volunteers from your jurisdiction who will receive training, and your plans for continuing CERT activities beyond the grant period.)
- 4. Two Page (maximum) description of Major Objectives of local CERT.** (Describe how your CERT will be used. Include objectives related to emergency preparedness and education as well as response during times

of emergency/disaster). **Describe your plans for keeping CERT members engaged in your emergency management program during non-emergency times and how you would collaborate with other CERT and Citizen Corps programs.**

5. **Two-page (maximum) description of Partnerships with the Volunteer Community:** Describe what roles volunteers and voluntary agencies currently play in your emergency preparedness and response program. Do you have a Volunteer Coordinator in your jurisdiction? Also indicate your plans for increasing opportunities for volunteers and voluntary agencies through the CERT program including Volunteer Centers, AmeriCorps, Senior Corps and Learn & Serve Programs.
6. **Two page (maximum) description of diversity and vulnerable populations/areas prone to disaster or emergency:** From your jurisdiction's hazard analysis, please identify any vulnerable populations (senior citizens, low income, disabled, single parent, those for which English is a second language, etc.), and areas within the jurisdiction that are especially vulnerable to emergencies/disasters (floodplains, near nuclear power plants, major transportation routes, airports, etc.). Estimate how many vulnerable people or people in disaster/emergency prone areas may benefit from your proposed CERT program.
7. **Four page (maximum) Budget Narrative.** Please complete and attach a detailed budget narrative that is organized in the same order as the budget form and clearly identifies the requested amount and list any funds received from other sources.